

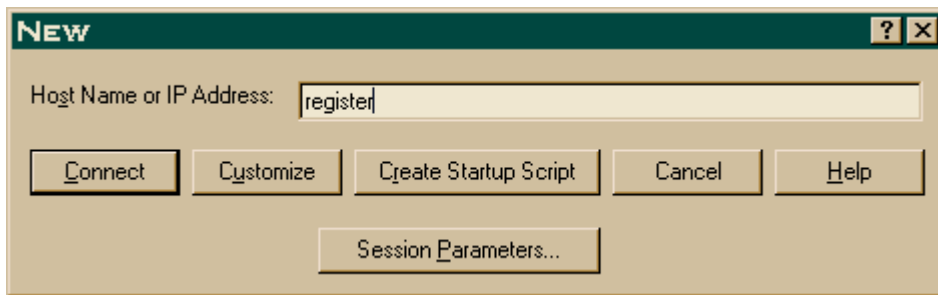
PROCEDURE TO CHANGE E-MAIL PASSWORD ON BUS-MAIL.LANL.GOV

Purpose

The following procedure outlines the steps necessary to modify or create a password for a customer who has an e-mail account on BUS-MAIL. Please complete each step.

Method

Step 1 Telnet to *register*.



Step 2 Select Option # 1 *Go to Name Registration*

Registration for `106678'

1. Go to Name Registration
2. Change ICN Password
3. Set Smartcard's PIN
4. Resynchronize Smartcard

Enter option [RETURN to exit]: 1
(Authenticate using password or passcode.)

Password:xxxxxxxx

{ICN Password}

Step 3 Select Option #7 *Edit an Existing Secondary Name*

It allows you to create and modify the properties of names.

Your primary name is `johnboy'. You can reset your primary name by creating a new name and making it your primary name.

Enter `?' or `help' at any prompt for more information.

Name Registration for Primary Name `johnboy'

1. View ICN Computing Registration Information
2. Register for ICN Computing Resources
3. Set Default Charge Code
4. Set E-Mail Forwarding Address
5. Set URL WWW Homepage
6. Create a New Secondary Name
7. Edit an Existing Secondary Name
8. Delete `johnboy'
9. Give `johnboy' to Another User

Enter option [RETURN to exit]: 7

Step 4 Enter you primary Secondary Name which should be your Uznumber. Eq. U106678

`johnboy' Secondary Names :

lucero_john
u106678

Step 5 Select Option #2 *Register for ICN Computing Resources*

Enter one of your secondary names ['?' for help, RETURN to exit]: u106678

Name Registration for Secondary Name `u106678'

1. View ICN Computing Registration Information
2. Register for ICN Computing Resources
3. Set Default Charge Code
4. Set E-Mail Forwarding Address
5. Set URL WWW Homepage
6. Delete `u106678'
7. Make `u106678' your Primary Name
8. Give `u106678' to Another User

Enter option [RETURN to exit]: 2

Step 6 Select Option #5 *POP-Plus E-mail*

Register for ICN Computing Resources

1. View ICN Computing Resources Information

2. AIX (ibm-cluster)
3. UNICOS (rho,gamma)
4. All-IN-1 E-mail (canyon)
5. POP-Plus E-mail

Enter option [RETURN to exit]: 5

Step 7 Select Option #2 *Change Password*

Registration for `106678' on bus-mail.lanl.gov

1. Change ChargeCode
2. Change Password
3. Delete Account

Enter option [RETURN to exit]: 2

Step 8 Enter your new password. It should be exactly 8 characters (no more no less and should include

a number of UPPER case character. If you receive a message "password too short", then the

password you selected is not in the correct format. See above.

E-mail password (8 characters):

8 character string to be used on POP server.

Step 9 Verify password. Note:

E-mail password (8 characters): xxxxxxxx <ENTER>

Checking for password in dictionary.

Verify password by retyping: xxxxxxxx <ENTER>

Step 10 Hit the <ENTER> to Exit back and out of register.